

TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
DINFOS-CCLC-USMC
COMBAT CAMERA LEADERSHIP COURSE
(USMC SERVICE UNIQUE)



Approved by:

//s//

16 May 2005

Hiram Bell, Jr.

Colonel, U.S. Army

Commandant

Defense Information School



Approval Date:

**COMBAT CAMERA LEADERSHIP COURSE-USMC
TRAINING PROGRAM OF INSTRUCTION**

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-CCLC-USMC

TITLE: Combat Camera Leadership Course (USMC Specific)

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: This is not a specialty-awarding course.

PURPOSE: Trains selected USMC Officers and Chiefs in the principles, techniques and skills required to perform the duties and functions of a Combat Camera Officer and Combat Camera Chief.

COURSE DESCRIPTION: The U.S. Marine Corps Combat Camera (COMCAM) Occupational Specialist participated in the selection and validation of thirteen performance tasks. The CCLC focuses on identifying the mission and functions of COMCAM including the development of operational support plans, budgets, equipment/systems maintenance plans, policy and procedures, marketing plans, imagery management plans, and training plans. It also includes in-depth theoretical and working knowledge of how COMCAM functions within the Marine Corps and Department of Defense.

PREREQUISITES:

USMC Officers: 4602 WO/CWO/LDO (Combat Camera Officers).

USMC Enlisted: 4691 E-7 and above (Combat Camera Chiefs).

USMC Civilian VI Managers: GS-10 and above (Visual Information Career Field)

SECURITY CLEARANCE: Per USMC MOS manual, students must be able to obtain and maintain a Secret clearance

CLASS SIZE:

MAXIMUM 12

MINIMUM 1

ANNUAL COURSE CAP 12

COURSE LENGTH: 10 Training Days

ACADEMIC HOURS: 76 Hrs

ADMINISTRATIVE HOURS: 4 Hrs

TOTAL COURSE HOURS: 80 Hrs

INSTRUCTOR CONTACT HOURS: 80 Hrs

TYPE/METHOD OF INSTRUCTION:

Lecture (L)	23 Hrs
Conference Lecture (CL)	17 Hrs
Performance Exercise (PE)	18 Hrs
Guest Lecture (GL)	7 Hrs
Examination	11 Hrs
Performance Examination (EP)	8 Hrs
Written Examination (EW)	3 Hrs
Administration (AD)	4 Hrs

TRAINING START DATE: 6 June 2005

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Directorate of Training, (DINFOS/DOT): Ms. Edie Brumskill, 301-677-4420.

FUNCTIONAL AREA 1

COMBAT CAMERA UNIT OPERATIONS

TPFN: DINFOS CCLC-USMC-001-

UNITS:	001	Develop Policy and Procedures
	002	Maintain COMCAM systems
	003	Develop COMCAM plan
	004	Conduct Joint Operations
	005	Functional Area Written Exam and Critique
	006	Functional Area Performance Exam and Critique

OVERVIEW OF INSTRUCTION: The instruction and training throughout this Functional Area provides the student with a basic foundation required to perform the management duties of a USMC Combat Camera Officer in an operational Combat Camera Unit (CCU). Upon completion of this Functional Area, a student will understand and be able to identify the primary principles of and develop plans for Combat Camera manpower management, budgets, collateral equipment, equipment life cycle and service contracts; coordinate COMCAM issues; manage visual information; and develop operational policy and procedures.

TOTAL HOURS: 73

INSTRUCTIONAL TYPE (HOURS):

21L
17CL
7GL
18PE
2EW
8EP

FUNCTIONAL AREA 1

COMBAT CAMERA UNIT OPERATIONS

TPFN: DINFOS-CCLC-USMC-001-001

UNIT TITLE: Develop Policy and Procedures

TPFN HOURS AND TYPE: 6CL, 5GL, 14L, 13PE

TPFN TOTAL HOURS: 38

PREREQUISITE TPFN: None

TASKS:

- 001- Prepare correspondence
- 002- Develop COMCAM policy
- 003- Develop COMCAM standard operating procedures
- 004- Develop COMCAM desktop procedures
- 005- Develop a COMCAM unit training plan
- 006- Develop a COMCAM Imagery Management Plan
- 007- Develop proper production and chain of custody procedures for sensitive and classified COMCAM material

SUMMARY OF INSTRUCTION: The instruction and training throughout this Functional Area provides the student with a basic foundation required to perform the leadership duties of a USMC COMCAM Officer and/or Chief in an operational Combat Camera Unit (CCU). Upon completion of this Functional Area, a student will understand and be able to identify the primary principles of COMCAM in the operational environment. The student will be able to develop operational policy and procedures, manpower management, budgets, and training plans.

REFERENCES:

Number/ISBN	Title
MCWP 3-33.7	Combat Camera in Expeditionary Operations
MCRP 3-0A	Unit Training Management
MCRP 3-0B	How to Conduct Training
N/A	Joint Vision 2020
N/A	Marine Corps Strategy 21
N/A	Expeditionary Maneuver Warfare (EMW)
N/A	Making Marines
SECNAVINST 5216.5D w/ Ch 1	DON Correspondence Manual
MCO 3900.15	Marine Corps CDP

MCO 5215.1H	MC Directives
MCO 3104.1	Marine Corps VI Support
MCO 1510.54C	Individual Training Standards COMCAM
MCO 5311.1C	Total Force Structure Process
N/A	Informal Guide to Writing Doctrinal Publication
DODI 5040.6	Life-cycle Management of DOD Visual Information (VI)
DODI 5040.7	Visual Information (VI) Production Procedures
DODD 5040.5	Alteration of Official DoD Imagery
DODD 5230.9	Clearance of DoD Information For Public Release
DoD Manual 5040.6-M-1	Decision Logic Table Instructions for Recording and Handling Visual Information Material
0471212202	How to Write a Grant Proposal
1581805572	Getting it Printed
0205418494	Public Relations Writing & Media Techniques
0312412622	A Writer's Reference: 2003 MLA Update
0060006641	On Writing Well
0312403380	Technical Communication, 7th Edition

INSTRUCTOR/STUDENT RATIO: 1:12

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1

COMBAT CAMERA UNIT OPERATIONS

TPFN: DINFOS-CCLC-USMC-001-002

UNIT TITLE: Maintain COMCAM systems

TPFN HOURS AND TYPE: 2CL, 2GL, 1L, 3PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: DINFOS-CCLC-001-001

- TASKS:**
- 001- Develop a Combat Camera equipment/systems maintenance and repair program
 - 002- Identify the basic Combat Camera elements needed in a support contract.

SUMMARY OF INSTRUCTION: The instruction and training throughout this Functional Area provides the student with a basic foundation required to perform the leadership duties of a USMC COMCAM Officer and/or Chief in an operational Combat Camera Unit (CCU). Upon completion of this Functional Area, a student will understand and be able to identify the primary principles of COMCAM systems in the operational environment. The student will be able to develop operational plans, policy and procedures for the efficient management of equipment life cycle and service contracts.

REFERENCES:

Number/ISBN	Title
MCO P7100.8K	Field Budget Guidance Manual
MCO 4400_163	DOD Supply Mgt Ref Book
MCO P4400_160B	FSMAO
MCO P4400_151	Consumer Level Supply Policy Manual
MCO P4790_1B w/ Ch 1 & 2	MIMMS
MCO P4790_2C w/ Ch 1	MIMMS Field Procedures Manual
SL-3-10892A	Marine Corps Stock List, Imagery System, Video, Combat
SL-3-10898A	Marine Corps Stock List, Imagery System, Still, Combat
SL-3-10902A	Marine Corps Stock List, Production System, Tactical Imagery
0471212202	How to Write a Grant Proposal
0060006641	On Writing Well
0312403380	Technical Communication, 7th Edition

0312412622	A Writer's Reference: 2003 MLA Update
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INSTRUCTOR/STUDENT RATIO: 1:12

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1

COMBAT CAMERA UNIT OPERATIONS

TPFN: DINFOS-CCLC-USMC-001-003

UNIT TITLE: Develop COMCAM plan

TPFN HOURS AND TYPE: 5L, 9CL, 2PE

TPFN TOTAL HOURS: 16

PREREQUISITE TPFN: DINFOS-CCLC-001-002

- TASKS:**
- 001- Develop a Combat Camera Operational Support Plan.
 - 002- Develop a Combat Camera Contingency Support Plan
 - 003- Develop DMS message traffic in support of Combat Camera requirements
 - 004- Develop a Combat Camera Fragmentary Order (FRAGO)
 - 005- Coordinate Combat Camera lessons learned

SUMMARY OF INSTRUCTION: The instruction and training throughout this Functional Area provides the student with a basic foundation required to perform the leadership duties of a USMC COMCAM Officer and/or Chief in an operational Combat Camera Unit (CCU). Upon completion of this Functional Area, a student will understand and be able to identify the primary principles of COMCAM in the operational environment. The student will be able to develop operational and contingency plans, message traffic, Fragmentary Orders, and lessons learned.

REFERENCES:

Number/ISBN	Title
MCWP 3-33.7	Combat Camera in Expeditionary Operations
MCWP 5-1	Marine Corps Planning
N/A	Expeditionary Maneuver Warfare (EMW)
MCO 3104.1	Marine Corps VI Support
N/A	DMS Users Guide
1884731260	The Team Handbook, 3 rd Edition
0070580286	The Leader's Handbook
0312412622	A Writer's Reference: 2003 MLA Update
0060006641	On Writing Well
0312403380	Technical Communication, 7th Edition

INSTRUCTOR/STUDENT RATIO: 1:12

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1

COMBAT CAMERA UNIT OPERATIONS

TPFN: DINFOS-CCLC-USMC-001-004

UNIT TITLE: Conduct Joint Operations

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: DINFOS-CCLC-001-003

TASKS: 001-Identify Joint Combat Camera Operational requirements

SUMMARY OF INSTRUCTION: The instruction and training throughout this Functional Area provides the student with a basic foundation required to perform the leadership duties of a USMC COMCAM Officer and/or Chief in an operational Combat Camera Unit (CCU). Upon completion of this Functional Area, a student will understand and be able to identify the primary principles of USMC COMCAM in the joint environment.

REFERENCES:

Number/ISBN	Title
N/A	Joint Vision 2020
N/A	Marine Corps Strategy 21
CJCSI 3205.01A	Joint Combat Camera
DODD 5160.4	Joint Combat Camera (COMCAM) Program
MCWP 3-33.7	Combat Camera in Expeditionary Operations
MCRP 3-33.7A	MTTP for Joint COMCAM Operations
MCO 3104.1	Marine Corps VI Support

INSTRUCTOR/STUDENT RATIO: 1:12

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1

COMBAT CAMERA UNIT OPERATIONS

TPFN: DINFOS-CCLC-USMC-001-005

TITLE: Functional Area Written Exam 1 and Critique

TPFN HOURS AND TYPE: 2 EW

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: DINFOS- CCLC- 001-001- DINFOS- CCLC- 001-004

TASK: 001 Complete Functional Area Written Exam I and Critique.

SUMMARY OF INSTRUCTION: Students will complete and critique a written exam covering tasks from TPFN DINFOS-CCLC-001-001 through DINFOS-CCLC-001-003 & DINFOS-CCLC-001-005. The students must attain an overall minimum score of 70 percent on the written test.

REFERENCES: Listed in TPFN DINFOS-CCLC-001-001 through -003 & DINFOS-CCLC-001-005.

INSTRUCTOR/STUDENT RATIO: 1:12

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1

COMBAT CAMERA UNIT OPERATIONS

TPFN: DINFOS-CCLC-USMC-001-006

TITLE: Functional Area Exam 1 and Critique

TPFN HOURS AND TYPE: 8EP

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: DINFOS- CCLC- 001-001- DINFOS- CCLC- 001-005

TASK: 001 Complete Functional Area Performance Exam I and Critique.

SUMMARY OF INSTRUCTION: Students will complete and critique a performance exam covering tasks from TPFN DINFOS-CCLC-001-001 through DINFOS-CCLC-001-003. The students must attain an overall minimum score of 70 percent on the performance test.

REFERENCES: Listed in TPFN DINFOS-CCLC-001-001 through 003.

INSTRUCTOR/STUDENT RATIO: 1:12 (EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2

COMBAT CAMERA IN SUPPORTING ESTABLISHMENT (SE)

TPFN: DINFOS CCLC-USMC-002-

UNITS: 001 Identify COMCAM Supporting Establishment requirement
 002 Functional Area Written Exam 1 and Critique

OVERVIEW OF INSTRUCTION: The instruction and training throughout this Functional Area provides the student with a basic foundation required to perform the management duties of a USMC Combat Camera Officer in an operational Combat Camera Unit (CCU). Upon completion of this Functional Area, a student will understand and be able to identify the primary principles of Combat Camera in supporting establishment.

TOTAL HOURS: 3

INSTRUCTIONAL TYPE (HOURS):

2L

1EW

FUNCTIONAL AREA 2

COMBAT CAMERA IN THE SUPPORTING ESTABLISHMENT (SE)

TPFN: DINFOS-CCLC-USMC-002-001

UNIT TITLE: Identify COMCAM SE requirements

TPFN HOURS AND TYPE: 2L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASKS: 001- Identify the requirements of a COMCAM Officer in the SE
002- Identify the requirement of a SNCO in the SE

SUMMARY OF INSTRUCTION: The instruction and training throughout this Functional Area provides the student with a basic foundation required to perform the leadership duties of a USMC COMCAM Officer and/or Chief in the Supporting Establishment. Upon completion of this Functional Area, a student will understand and be able to identify the primary roles and responsibilities of a COMCAM Officer and/or Chief in a Supporting Establishment billet.

REFERENCES:

Number/ISBN	Title
MCO 3104.1	Marine Corps VI Support

INSTRUCTOR/STUDENT RATIO: 1:12

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2

COMBAT CAMERA IN THE SUPPORTING ESTABLISHMENT (SE)

TPFN: DINFOS-CCLC-USMC-002-002

TITLE: Functional Area Written Exam 1 and Critique

TPFN HOURS AND TYPE: 1 EW

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: DINFOS- CCLC- 002-001

TASK: 001 Complete Functional Area Written Exam I and Critique.

SUMMARY OF INSTRUCTION: Students will complete and critique a written exam covering tasks from TPFN DINFOS-CCLC-002-001. The students must attain an overall minimum score of 70 percent on the written test.

REFERENCES: Listed in TPFN DINFOS-CCLC-002-001.

INSTRUCTOR/STUDENT RATIO: 1:12

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3

Course Administration

TPFN: DINFOS-CCLC-USMC-003

UNIT TITLE: Course Administration

TPFN HOURS AND TYPE: 4 AD

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: None

TASK(S): 001 In-processing.
002 Course Critique
003 Out-processing

SUMMARY OF ACTIVITIES: Self-explanatory.

REFERENCES: DINFOS Policy and Procedures Manual

INSTRUCTOR/STUDENT RATIO: N/A

SAFETY FACTORS: N/A